1984 ANNUAL REPORT

edmonton metropolitan
regional planning
commission

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION

Ross G. Quinn
CHAIRMAN

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June, 1985

Mr. Ross G. Quinn,
Chairman,
Edmonton Metropolitan Regional
Planning Commission,
EDMONTON, Alberta

Dear Sir:

This third Annual Report is unique and different in that it covers a period that spanned two Executive Directors. Although my tenure commenced at the tail end of the April 1, to March 31, 1985 fiscal year, I have had an opportunity to work with you (and staff) closely enough that I feel more than qualified to submit my first report to the Commission.

Respectfully submitted,

R. G. Madziya, M.C.I.P.
Executive Director

RGM:sg

ANNUAL REPORT

April 1, 1984 to March 31, 1985
Prepared in Accordance with the Requirements of the Planning Act and the Alberta Planning Board

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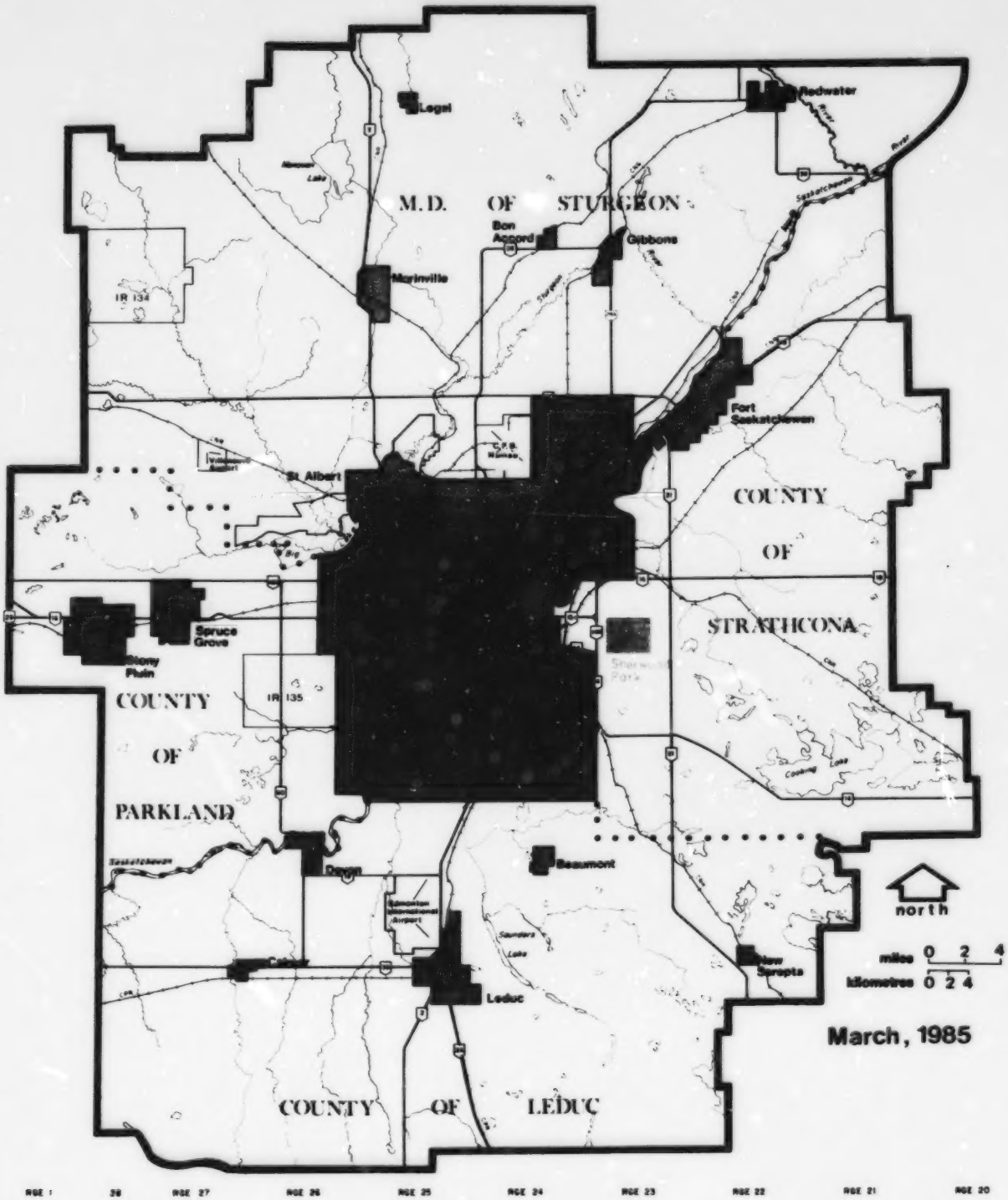


E.M.R.P.C PLANNING REGION

Report of the Chairman — Ross G. Quinn

I have the honour to present my report on the activities and accomplishments of this Commission.

The past year has once again been a very busy and eventful year despite the fact that Alberta and the Edmonton Metropolitan Region continued to experience difficult economic times. Although there are encouraging signs of recovery in some sectors of the economy, the construction industry, an industry that relates most closely to regional and municipal planning, continues to suffer from over building in the residential and commercial sectors in prior years.

On a more positive note, however, despite this period of slow growth and stability, it was a time of considerable progress and change for the Commission. The Commission remained very active, achieving several major milestones.

One of the major highlights of the year and in the history of the Region, is the final adoption of the new *Edmonton Metropolitan Regional Plan* by the Commission on July 4, 1984. This plan received the approval of the Alberta Planning Board on August 2, 1984 and was ratified by the Honourable Julian Koziak, Minister of Municipal Affairs, on August 23, 1984. This new Plan replaced the former *Regional Plan: Metropolitan Part*, and unlike the former Plan, covers the entire planning region.

The road towards adoption and ratification of the Plan was a demanding and challenging one. All of the Commission members, and in particular, the members of the Regional Plan Committee and Commission staff should be commended for their efforts to resolve the complex issues and the reaching of compromise on a number of important concerns, which resulted in the unanimous adoption of the Plan by the Commission. I am certain it will serve us well, by providing a framework for the orderly growth and development of the Region for many years to come. But at the same time, we must remain vigilant and responsive to the new issues facing us, by furthering the principles of regional planning in a manner which is responsive to the needs of the Region's citizens. We as elected Commission members, and our own staff, now face the challenge to implement the Plan by working actively with member municipalities to bring statutory plans and by-laws into conformity with the new Regional Plan.

The need for continued restraint remained a major factor in this period of recession. Downsizing of the staff of the Commissions throughout the Province continued. This means that some studies or services have been curtailed or deferred or the level of service decreased.

Considerable discussion took place throughout the year on the various budgetting and planning funding recommendations advanced by the *Alberta Planning Fund Expenditures Study* (Price Waterhouse Associates) commissioned by the Alberta Planning Board. Some of the

study's recommendations pertaining to budgetting and administrative matters have been put into place, however, the manner in which municipalities are requisitioned for payment into the Alberta Planning Fund remained to be resolved by the Board as of March 31, 1985.

The Commission's role as an inter-municipal forum for discussion was reinforced during the year. Besides the day-to-day issues it normally deals with, the Commission arranged for speakers to discuss topics of current interest.

Firstly, the Commission responded to the Government of Alberta "White Paper", *Proposals for an Industrial and Science Strategy, 1985-1990*. Mr. Keith Alexander, M.L.A. met with the Commission to discuss the paper. The meeting with Mr. Alexander prompted the Commission to prepare and present a brief to a provincial government committee on behalf of the Region.

An interesting seminar was also held on the *Activities and Effects of Canadian National Railways in the Edmonton Metropolitan Area*, featuring guest speaker and former Chairman of the Commission, and, at that time, Chairman of Canadian National Railways, Bettie Hewes.

The *Future Role of the Regional Planning Commissions* again came up for discussion. An eight member joint Alberta Planning Board/Regional Planning Commission's Steering Committee was set up to develop the terms of reference for this study. Our Vice-Chairman, Olivia Butti

served on this steering committee and I wish to acknowledge and express our appreciation for her time and effort on that Committee. Although it is now uncertain whether the study will proceed, it is necessary for the Commission and all member municipalities to keep an active interest in the matter.

The year also featured the completion of a number of major regional studies and also plans for individual municipalities. I will not give any details as they are reported on in the Executive Director's and the Division Managers' reports.

With respect to the Commission's subdivision approval function, subdivision activity remained significantly below the numbers of the previous years. The County of Strathcona and the City of Leduc were granted their own subdivision approval authority during 1984. These changes along with the low level of economic activity in the Region caused a reduction in the number of applications that were processed by the Commission.

Our Commission relies upon a Committee structure whereby members have the opportunity to become involved in the more detailed operations of the Commission. Firstly, I would like to thank our Vice-Chairman, Mrs. Olivia Butti, who besides being a most effective member from the City of Edmonton, has participated actively on the Executive and Regional Plan Committees. Also, I would like to thank Mr. Horley, Chairman of the Executive Committee for the leadership he has provided to this Committee and for the excellent job he did in handling a number of difficult assignments throughout the year. I would also like to extend my appreciation and thanks to Mrs. Liesbeth Bakker, Chairman of the Regional Plan Committee for her time and dedication and to Mr. George Frazer for agreeing to assume the Committee Chairmanship role early this year, and finally to Mr. Frank Schoenberger for his objectivity and hard work while serving as the Chairman of the Subdivision Committee until its dissolution in January, 1985.

Another major event of the year was the retirement on November 30, 1984, of R. Norman Giffen, the Commission's Executive Director after 31 years of service with the Commission, 19 of these as Executive Director. Norm Giffen pioneered much of the early municipal advisory work with municipal councils, promoted the principles and ideals of planning, and guided the planning of the Region through periods of rapid growth and development and uncertainty. As all members are aware, Mr. Giffen's retirement was honoured by the Commission at a memorable banquet on November 23, 1984 at the Four Season's Hotel.

In February, 1985, R.G. Madziya, our new Executive Director, joined the Commission, bringing with him a solid background in planning and management to continue the cause of regional planning and the service of the Commission to its member municipalities.

In conclusion, I wish to emphasize that, it is my belief that the Commission can and will continue to provide its members with a useful forum for resolving mutual planning issues and a high level of professional and technical support in both the regional and municipal spheres of planning. The past has provided us with a firm foundation, however, we are in a new era. We need to build on what we have through cooperative and innovative approaches. The new Regional Plan brings a new challenge to us as Commission members. The Plan allows a good deal of flexibility and direct control over development rests largely with local authorities. However, flexibility and local autonomy also means co-operation and consultation. Therefore, no matter how large or small the municipalities we represent are, we are all members of an interdependent regional community. We cannot plan or live in isolation from one another or from the rest of the Province. We must continue to work together, effectively and responsibly, as good neighbours for the good of this Region and the citizens we represent. We must also be prepared to take up new challenges and show leadership in the planning affairs of this Region.

And last, but not least, my thanks and appreciation go to all the members and staff who have helped the Commission fulfill its responsibilities, through this period of uncertainty and adjustment, and for making the past year a successful one.

The Regional Planning Commission's Responsibilities

The Planning Act sets out the role, responsibilities and duties of all regional planning commissions in Alberta. As for the E.M.R.P.C., as with other commissions, the main functions are:

- to prepare, adopt and administer a Regional Plan for the Edmonton Planning Region;
- to provide advice and assistance to municipalities on planning matters, including the preparation of general municipal plans, land use by-laws and other statutory plans when requested;
- to act as the subdivision approving authority for the Region, except where a municipality has been delegated this authority by the minister;
- to provide advice and recommendations on annexation matters; and,
- to seek and encourage public participation in the planning of the Edmonton Region.

As part of its on-going operations, the Commission often serves as a centre for coordinating the planning activities undertaken by other levels of government. Thus the Commission helps to provide a regional framework, which enables other levels of government to undertake their own responsibilities within the context of the regional perspective.

The Commission guides growth and development matters of local and regional significance. This guidance involves a wide range of programs ranging from an examination or assessment of the impact of alternative development patterns on the natural resource base, to detailed subdivision design or the evaluation of related issue-oriented projects undertaken to support policy formulation.

The Commission works closely with local municipalities by providing information and in problem solving and policy making activities in urban growth, transportation and land use matters. The spheres of interest of local municipalities are smaller than those of the Commission and the Commission recognizes that they are the best suited to deal with local matters falling under their jurisdiction (e.g. local zoning, servicing, recreation, education and other matters that are logically of local interest). Therefore, in this regard, the Commission serves in an advisory capacity to local municipalities. On the other hand, certain responsibilities that appear local in nature have significant regional implications. For example, decisions on subdivision have a permanent regional impact, and affected municipalities receive the benefit of a centralized objective evaluation of subdivisions by planning staff expert in this field.

Edmonton Metropolitan Regional Planning Commission Membership April 1, 1984 to March 31, 1985

Seventeen municipalities, out of a total of 19, have members appointed to the Commission. Regular Commission meetings are held once every month. In the fiscal year, April 1, 1984 and March 31, 1985, the Commission held ten (10) regular meetings. In addition, the Commission held an Organizational meeting and an Annual General Meeting for a total of twelve (12) meetings.

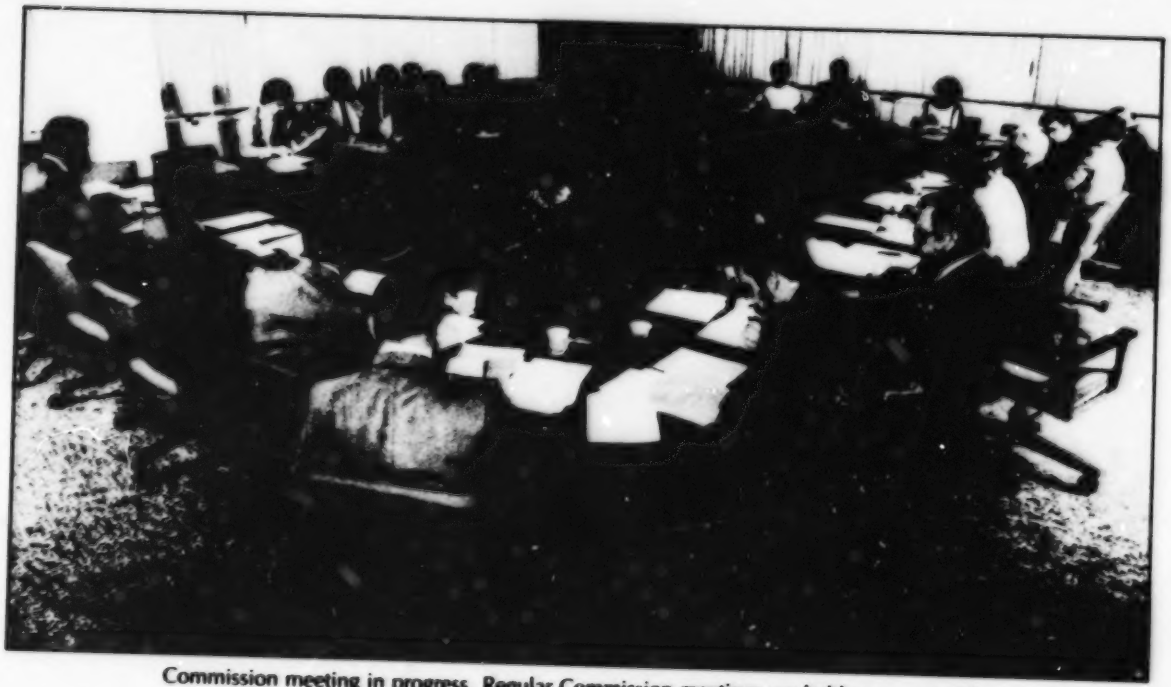
Each year, at the Organizational Meeting, a Chairman, a Vice-Chairman and Directors to the Executive Committee are elected by the members themselves. For the 1984-85 fiscal year, these officers were:

Chairman — Ross G. Quinn
Vice-chairman — Olivia Butti

A listing of the members and their alternates is listed below:

Designated Municipalities	Appointed Members	Appointed Alternates
CITIES:		
EDMONTON	Olivia Butti Terry Cavanagh Ed Ewasiuk Ron Hayter Julian Kiniski Ken Kozak (from Jan. 1985) Jan Reimer (to Dec. 1984) Lillian Staroszik Lance White Percy Wickman	Laurence Decore Ed Leger Jan Reimer Lyall Roper
Leduc	Robert (Bob) Guebert	Tim Auger
St. Albert	Ken Allred Liesbeth Bakker (to Jan., 1985) Bill Shields (from Jan., 1985)	Bill Shields (to Jan., 1985)
MUNICIPAL DISTRICT:		
Sturgeon No. 90	Frank Schoenberger	Gilbert Soetaert
COUNTIES:		
Leduc No. 25	Mike Mryglod	Roy Bolton
Parkland No. 31	Maurice McCullagh	Ron Pollock
Strathcona No. 20	Jim Common Ralph Horley	Allan Schindeler Dorothy Horton
TOWNS:		
Beaumont	Monica Plamondon	Chris Calvert
Bon Accord	Lee Danchuk	
Calmar	Bruce Tremblay	Ivan Penny
Devon	Gary Browning	Dennis Paquette
Fort Saskatchewan	Muriel Abdurahman	Pryce Alderson
Gibbons	George Fraser	Bill Nimmo
Morinville	Ross Quinn	Mary Anne Balsillie
Redwater	Peter Hrynchuk	Brian Davis
Spruce Grove	Dave Hinch	Joe Acker
Stony Plain	Catherine Bell	Reg Kotch

Commission Membership. Members Missing: M. Abduraham, L. Bakker, C. Bell, T. Cavanagh, L. Danchuk, E. Ewasiuk, K. Kozak, M. McCullagh, J. Reimer, L. Staroszik, B. Tremblay, P. Wickman.



Commission meeting in progress. Regular Commission meetings are held once a month.

Ralph Horley
presents Executive Committee report.

Olivia Butti,
Commission Vice-Chairman.

Frank Schoenberger presides over
Subdivision Committee matters.
Until recently, the Committee met monthly
to process and make decisions on
subdivision applications.

The conduct of Commission meetings is one of
the many responsibilities held by
Jeanette Ossadchuk, Commission Secretary and
Ross Quinn, Commission Chairman.

Committees of the Commission

Each year, the Commission elects and appoints members from among itself to standing committees to carry out specific duties and responsibilities on behalf of the Commission. For this past fiscal year, the standing committees of the Commission were the Executive Committee, the Regional Plan Committee and the Subdivision Committee. The Commission may also appoint special committees, as required.

During the 1984-85 reporting period, the Commission reviewed its organizational structure and the role of its committees. A number of changes were made to the Terms of Reference and Membership of the Committees. In particular, after reviewing the work of its committees, the Commission, on the recommendation of the Subdivision Committee, decided to dissolve that Committee and transferred its duties and responsibilities to the Commission. On the recommendation of the Regional Plan Committee, the Commission reduced the size of the Regional Plan Committee and redefined its role and responsibilities.

Each committee elects its own Chairman and Vice-Chairman. Some committees also have advisory representatives from the Alberta Government departments.

EXECUTIVE COMMITTEE

This Committee is composed of seven (7) members, including both the Chairman and Vice-chairman of the Commission. The Executive Committee is responsible for financial, personnel and other administrative matters of the Commission, including the preparation of the budget, work program, and matters pertaining to policy and regulations governing Commission employees. The Executive Committee met seventeen (17) times between April 1, 1984 and March 31, 1985.

Ralph Horley	Committee Chairman
Ross Quinn	Commission Chairman
Olivia Butti	Commission Vice-Chairman
Percy Wickman *	
Ron Hayter **	
Liesbeth Bakker *	
Ken Allred **	
Frank Schoenberger	
Bob Guebert *	
Muriel Abdurahman **	

SUBDIVISION COMMITTEE

This Committee's major responsibility was to process and make decisions on subdivision applications, on behalf of the Commission, in accordance with the provisions of the Planning Act, Subdivision Regulation, the Regional Plan and other statutory documents and regulations. The authority includes the right to request a waiver of the Subdivision Regulation, where such a waiver request is in accordance with Commission policy. The Committee also makes recommendations to the Commission on subdivision procedures and policies that affect the subdivision of land and may review area structure plans submitted as part of a subdivision application. In instances where the Committee decision is at variance with the recommendation of a municipality, the application is referred to the Commission for disposition.

The Subdivision Committee met nine (9) times during part of the fiscal year, from April 1, 1984 and December 31, 1985. Following a review of its work load, its role in the subdivision process, and alternative options, the Committee recommended to the Commission that it be dissolved and that the powers that had been delegated to the Committee be assumed by the Commission. This Committee, prior to its dissolution on January 9, 1985, consisted of the following members:

Frank Schoenberger	Committee Chairman
Ron Hayter	
Lillian Staroszik	
Lance White	
Ken Allred	
Mike Mryglod	
Maurice McCullagh	
Jim Common	
Monica Plamondon	
Gary Browning	
George Frazer	
Dave Hinch	
W. Cody ***	Alberta Agriculture
W. Kulba ***	Alberta Education
G. Foy/D. Stanton ***	Alberta Environment
A. Willekes/D. Bozocea ***	Alberta Transportation

* April 1, 1984 to January 9, 1985
** Effective January 9, 1984
*** Non-voting member

REGIONAL PLAN COMMITTEE

This Committee's major responsibilities were to guide the preparation of the Regional Plan, and any amendments thereto, plan monitoring, review annexations, municipal statutory plans, and other related matters. Other duties included the review of the regional plan related work program; resolution of issues, such as definition of hamlets; and, liaison with other municipal councils and local authorities, appropriate provincial departments, and the Alberta Planning Board, as necessary.

The Committee met six (6) times during the fiscal year and consisted of the following members up to the Organizational Meeting of the Commission held on January 9, 1985.

Liesbeth Bakker **	Committee Chairman
Terry Cavanagh	
Ed Ewasiuk	
Jan Reimer	
Frank Schoenberger	
Mike Mryglod	
Maurice McCullagh	
Ralph Horley	
Bruce Tremblay	
Muriel Abdurahman	
R. (Bob) Guebert	
Catherine Bell	
W. Cody *	Alberta Agriculture
G. Foy/D. Stanton *	Alberta Environment
G. Halls *	Alberta Transportation

This membership includes the Chairman as ex-officio member and in his absence, the Vice-Chairman of the Commission.

As reported earlier, the terms of reference and the size of the Regional Plan Committee were redefined by the Commission at its Organizational Meeting. As of March 6, 1985, to complete the April 1, 1984 — March 31, 1985 fiscal year and to commence the new fiscal year, the Commission elected the following members to the Regional Plan Committee.

George Fraser	Committee Chairman
Bob Guebert	Vice-Chairman
Ross Quinn or Olivia Butti in his absence.	
Julian Kiniski	
Ken Kozak	
Mike Mryglod	
Maurice McCullagh	
Bruce Tremblay	
W. Cody*	Alberta Agriculture
D. Stanton*	Alberta Environment
G. Halls*	Alberta Transportation

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* Non-voting member

** Resigned from the Commission effective January 9, 1985.

Executive Director's Report — R. G. Madziya

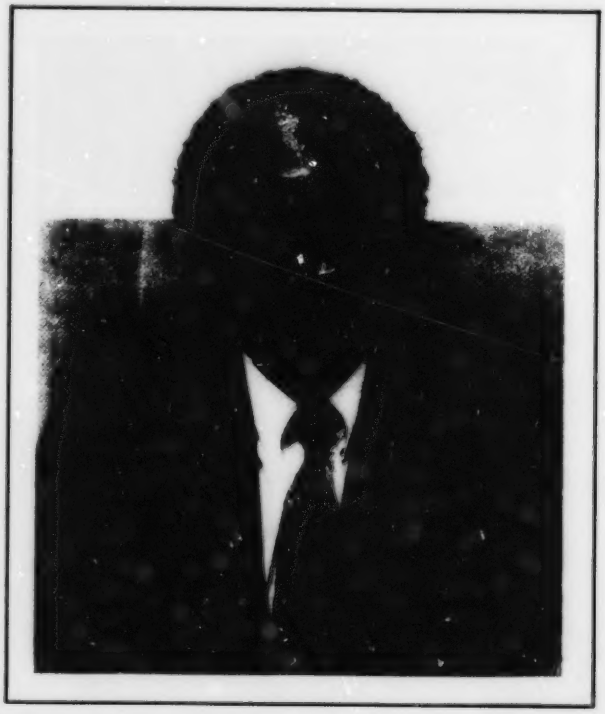
Although, my appointment to the Commission took effect in February, 1985, I will report on the full fiscal year. In reviewing the accomplishments of this Commission over the past year, it is clearly evident that the Commission continued to make considerable progress while coping with an adverse economic climate and reduced funding support from the Alberta Planning Fund.

The adoption and ratification of the Edmonton Metropolitan Regional Plan represented the completion of many years of work by both elected members and staff. This plan establishes a very important framework for inter-municipal and local planning and serves as the basis of the on-going planning functions administered by the Commission. The process of planning, however, does not end with the adoption of the Regional Plan. It is now up to the members and staff to take this plan and apply it to new problems, common concerns and issues facing this metropolitan region in the years ahead.

During the past year, Commission staff responded to the various external and internal demands placed upon it. The various Committees of the Commission continued to work actively, although the work was less demanding in both the Subdivision and the Regional Plan Committees, thus requiring fewer meetings than in the past. As a whole, the Commission met 10 times and its three standing Committees met 32 times.

The work program adopted by the Commission kept staff fully occupied during the year. External influences, such as the economic recession and the further downsizing of Commission staff, as a result of the Alberta Planning Board directive, required that some adjustments and changes be made to not only the staff complement, but also the work programs. By year end, the number of permanent positions decreased to 32.5 from 37 in the previous year.

In the administrative and technical support services area, the Commission staff were able to continue to provide the necessary administrative and technical support functions to the Commission. The preparation for, and organization of meetings of the Commission were handled with little difficulty. Budgetting, personnel, accounting, payroll and purchasing, secretarial and word processing, printing and drafting, the library and information/records co-ordination continued to function normally. Considerable effort went into the preparation of work programs and budget estimates. The reduced funding from the Alberta Planning Fund and the requirement to prepare a budget nearly one year in advance of need made the task especially difficult.



Various actions had to be taken to consolidate operations, reduce expenditures and improve productivity. Additional electronic word processing equipment was purchased. A more comprehensive filing system was implemented. The library continues to provide a useful service to staff and others. The Commission's quarterly publication "Regional Update" continues to keep some 1,000 subscribers informed of the Commission's activities and the planning issues facing the Region.

A new five year lease agreement has been entered into to maintain the Commission's existing offices, with some reduction in space. Plans were made to update and make the existing space more efficient and cost effective.

In general, reduced subdivision and development activity made it possible to maintain an adequate level of current planning services despite the cutback in staff. The demand for research and long term planning services has not been adversely affected by the economic downturn, however, the types of studies and projects requested by municipalities differs from past years, with greater emphasis on the resolution of inter-municipal issues and on economic and downtown revitalization plans, and reduced

emphasis on statutory plan making. Work on some regional research projects was deferred as emphasis was placed on the review of regional plan/statutory plan conformity issues. Further details concerning these and other projects are contained in the Division Managers' reports.

Statutory planning and by-law advice to municipalities has continued at a steady pace. With the ratification of the Regional Plan, it is expected that there will be a new surge in activity in this area as municipalities work to bring their plans into conformity with that Plan.

To conclude, since joining the Commission, I have had the opportunity to review the administrative and technical operations of the Commission. A number of changes have been put in place and further changes will be necessary in order to cope with funding and staff reductions. There will be less flexibility for the Commission, than in the past, both in the roles it may be able to play as a metropolitan planning agency and in the quality and types of planning services it will be able to offer its member municipalities. The challenge remains, however, we shall always endeavour to provide a high standard of service under less than ideal conditions.

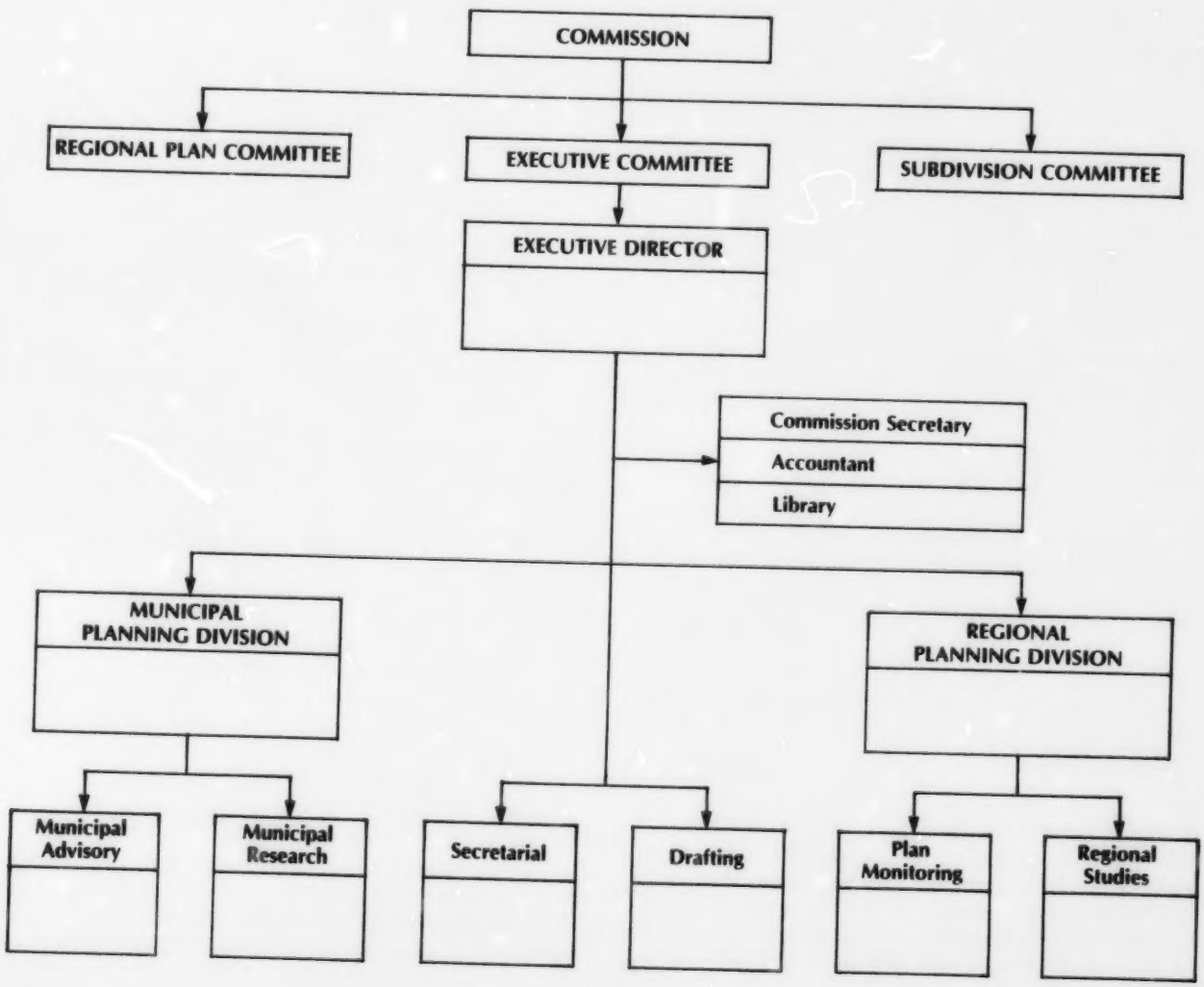
Existing Functional Organization

Sections 21 to 26, inclusive, of the Planning Act, provide general guidelines on the role and functions of a regional planning commission. More specifically, Section 26, deals with, among other matters, the requirement for a regional planning commission to prepare a regional plan for its planning area. In addition, a regional planning commission is required to work with and assist member municipalities in the preparation of their respective statutory plans such as General Municipal Plans. Section 26 also speaks to the employment of a director to assist the Commission in carrying out its role, duties and responsibilities.

To discharge its responsibilities under the Planning Act, and with the direction of the Executive Director, the E.M.R.P.C. staff is organized into two (2) planning functional areas plus an administrative and technical support staff. The major duties and responsibilities are indicated against each functional area in the Organizational Chart (Figure 1).

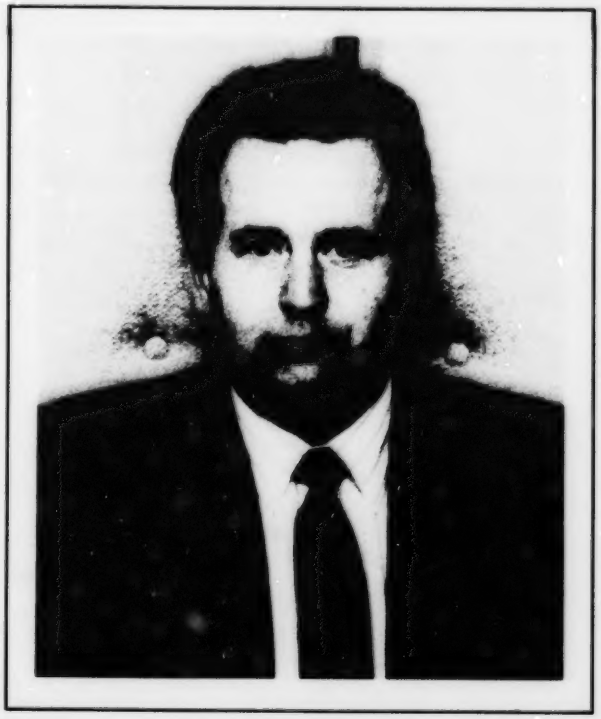
Figure 1

FUNCTIONAL ORGANIZATION STRUCTURE



Managers' Reports

Regional Planning and Research Division — Eugene L. Dmytruk



The Division provides a wide range of land use planning and related services to support the Commission in the discharging of its regional planning responsibilities. The program may be summarized into several distinct but integrated activities: the preparation and administration of the Edmonton Metropolitan Regional Plan; the administration of the Edmonton Regional Plan Metropolitan Part; policy or issue-oriented studies and the associated data collection. Also Division staff maintain close liaison with external agencies and assist in promoting public interest in planning matters.

The Division maintains a multi-disciplinary staff within a flexible organizational structure, thus enabling it to respond quickly to priorities and functional responsibilities. As a consequence of reductions which were made to the Division staff in May, 1984, resulting from the Alberta Planning Board's reduction of the Commission's budget, certain planned activities and a number of regional studies were deferred to the following year. On the other hand, new emergent demands, not initially envisioned, took up staff time not previously identified when the 1984/85 proposed work plan was developed. In particular, plan conformity reviews and input to government agencies took more staff time than originally planned. Despite the reductions, it was nevertheless possible to achieve most of the work plan objectives.

1. Regional Plan Program

The regional plan and related work took the major proportion of staff time in the first half of the fiscal year. Staff reviewed and responded to concerns expressed by the Alberta Planning Board respecting the Board's request that three Implementation Policies be deleted from the Plan. This necessitated further consultation with local authorities and member municipalities before the final document could be prepared and forwarded to the Alberta Planning Board for approval.

Major activities associated with the plan preparation program included the final publishing of the Regional Plan, the completion and publishing of the *Technical Appendix to the Edmonton Metropolitan Regional Plan* and background research on approaches to Regional Plan monitoring.

A significant amount of time was devoted to plan interpretation and conformity issues, including the review of Subdivision Applications, Statutory Plans, and Land Use By-laws for conformity with the Regional Plan, as requested by municipalities. Municipalities were advised of their obligations pursuant to Section 54 of the Planning Act and Commission staff assistance was offered to them in this regard.

Staff undertook and assisted in the reviews of existing general municipal plans for Fort Saskatchewan, Legal, Morinville and the proposed general plans for New Sarepta and the M.D. of Sturgeon; and the proposed County of Strathcona Fort Saskatchewan Joint General Municipal Plan.

Staff also responded to requests by the City of Edmonton to review two area redevelopment plans and two area structure plans. A review was also made of a proposed amendment to the map and text of Land Use By-law 5996 involving those lands annexed by Edmonton on January 1, 1982.

In addition to the above, staff commented on eight other area structure plans for conformity with both the new Regional Plan and the former Edmonton Regional Plan — Metropolitan Part. Three applications for amendment to the former Edmonton Regional Plan — Metropolitan Part were processed prior to its replacement by the new Edmonton Metropolitan Regional Plan on August 23, 1984. Further details are provided on page 23 in this Annual Report.

One application was received to amend the Edmonton Metropolitan Regional Plan. The proposed amendment, requested by the County of Leduc, concerns an amendment to Policy 5.5 by adding the word

"and" between clauses (a) and (b) to read "and/or". A decision on this application was pending as of March 31, 1985.

2. Regional Planning Studies

A number of major regional land use and general planning studies have been completed or were underway during the fiscal year. Some of these relate to the regional plan program while others address new emerging issues.

(a) General Industrial Land Use — An Inventory of Urban Municipalities in the E.M.R.P.C. Region

This project was commenced in March, 1984 and completed in September, 1984. The work resulted in a document that deals with developed and undeveloped industrial lands and the total area occupied by businesses under a variety of industrial classifications by type, industrial park and municipality. This study compliments an earlier study done for the Region's rural municipalities.

(b) Heavy Industry Study

This study, in progress, will examine the location and the type of heavy industry in the Region and will address some of the more pertinent land use related issues and impacts associated with heavy industrial development. The results of this work will aid municipalities in planning for such industry and land uses adjacent to heavy industries.

(c) Environmentally Sensitive Areas (E.S.A.) Study

This project was commenced in the fall of 1984, with the preparation of Terms of Reference which were used to invite proposals from consultants to undertake the study. The Commission did not support proceeding with the study at this time.

(d) Big Lake Study

Work on this project is underway with the preparation of a Study Design providing information on how the study is to be undertaken.

(e) Energy Corridor Reviews

Staff reviewed the broader issues and recommendations resulting from the three Energy Resources Conservation Board inquiries held in the Region in 1982 and 1983, concerning major electrical transmission alignments and land use planning problems associated with existing and future oil and gas and powerline expansion and development in the Edmonton area.

In addition, staff are monitoring energy activities in the Region and continue to participate on a liaison committee established pursuant to the West Edmonton Inquiry. The Committee has prepared a Resource Consolidation Plan and land use and resource siting guidelines. Staff continue to review resource recovery and development applications relative to the E.R.C.B. recommendations and the area consolidation plan.

(f) Roadway System Inventory

A draft report on this project has been completed. It reviews and updates the status of the Region's road system (primary, secondary and major municipal). It also provides information on: the transportation planning process, design standards and functional characteristics of the primary and secondary systems; documents the existing and proposed roadway systems as currently endorsed by municipalities; and, concludes with issues, for future consideration, which focus on areas requiring inter-jurisdictional co-ordination. The final publishing and distribution of this report is awaiting the completion of a regional public transportation services inventory.

(g) Economic Trends and Future Prospects in the Edmonton Region

This project is an update and expansion of work being undertaken for the Regional Plan program. It highlights the interdependency of regional and provincial economies and will provide an understanding of past metropolitan region development and its future prospects. It will provide an information base for regional and local planning programs. It is anticipated that it will be completed by this summer or early fall.

(h) Demographic Trends Report

This project is an update of a report prepared by the Commission in 1977. Using both federal and municipal census data, the study will provide data on the demographic characteristics of the region in areas such as historical growth, distribution and composition of the population in the Region.

3. Liaison with Government Departments and Other Agencies

The Commission receives many requests to respond or provide information to studies, or hearings initiated by provincial government departments and other agencies. This on-going function is an important role for the Commission.

(a) The staff worked with the Regional Plan Committee to prepare a discussion paper and recommendations in response to a proposal from Alberta Municipal Affairs respecting changes to the definition of "hamlet".

(b) Staff assisted consultants engaged by Alberta Municipal Affairs to undertake the *Stony Plain/Spruce Grove Amalgamation Feasibility Study*. Information on land use, population, market areas, transportation and utilities for this area of study were provided to the consultants.

Staff also provided information to Alberta Environment concerning the *County of Strathcona/ Fort Saskatchewan Regional Waste Management Study* being undertaken by a consultant.

(c) Assistance and advice were provided to the Commission's representative on the steering committee responsible for developing a terms of reference for a study on the *Future Role of Regional Planning Commissions.*

(d) Staff prepared a report and recommendations for the consideration of the Commission in response to a referral from the Alberta Planning Board, on the question of whether an amendment to the Planning Act is in order to give Regional Planning Commissions the right-of-appeal to the Alberta Planning Board, decisions of municipal subdivision approving authorities on the matter of conformity with the Regional Plan.

(e) The staff are participating on an inter-agency steering committee for the Recreation and Tourism component of the *North Saskatchewan River Basin Study* being undertaken by consultants for the Alberta Environment. This is one of several components of a major study Alberta Environment is undertaking to deal with problems and concerns related to water use in the Basin. A draft Basin Plan is scheduled for completion by the Spring of 1987.

(f) Staff commenced the review of the Environment Council of Alberta report, *Maintaining and Expanding the Agricultural Land Base in Alberta — Summary Report and Recommendations* (1984), particularly as to the effect of the recommendations on the mandate and role and responsibilities of the regional planning commissions.

(g) Technical comments were forwarded to government agencies and pipeline companies on a number of pipeline development and reclamation applications, including: the Esso Resources Leduc Gas Cap Blowdown project (Devon, County of Parkland, and County of Leduc); the Imperial Pipeline Company Limited — Ellerslie to Sundre project; and the Federated Pipeline Limited and Peace Pipeline Limited proposals from Fort Saskatchewan to Namao and north of Morinville.

(h) Staff participated on a steering committee for the *Devon Transportation Study* and prepared a background report on population, employment and land use for incorporation into the final report.

(j) Other liaison activities included: input to the 1986 Federal Census Boundaries; review of proposals to update noise contours and revised Airport Vicinity Protection Area Regulations for the Edmonton International Airport; comments on two Alberta Municipal Affairs studies: (1) *Energy Conservation in Land Use;* (2) *The Pipeline and Urban Encroachment Problem;* input to the Commission's brief to the Province of Alberta "white paper" *Proposals for an Industrial and Science Strategy for Alberta — 1985 to 1990:* and, input and participation in a workshop respecting long term policy direction for programs and services for Alberta Parks and Recreation.

4. Planning Information and Liaison

The staff continued to respond to numerous requests for information from the public and special interest groups, the private sector and member municipalities. Meetings were held with the Fort Saskatchewan Regional Industrial Association and the Strathcona Industrial Association on the Regional Plan and on heavy industry matters.

Work continued on activities relating to the development and maintenance of a planning information system. This work, undertaken jointly with the Municipal Planning Division, involves the development of manual and computer based information.

The municipal census program continued to serve as an important source of information for planning purposes. In 1984, Gibbons, Morinville, Spruce Grove and the M.D. of Sturgeon participated in the program. Some assistance was also provided to the County of Strathcona.

Municipal Planning Division — K. Barry Clark

The planning services provided to municipalities during the fiscal year reflected a change in emphasis from managing their development towards specific studies needed to implement their plans. This change was not unexpected. It reflects the fact that the municipalities now have their policies in place and are actively working to promote the realization of their goals. It is also reflective of the fact that the planning environment is changing through the municipalities reviewing their policy to work towards Regional Plan objectives and through trying to adapt to economic conditions.

1. Advisory Services and Special Studies

Staff continued to work closely with the member municipal councils and administrative staff by providing day-to-day advice on subdivision and development matters. As part of this service, a wide variety of special short projects, such as a study on the use and control of portable signs, were undertaken.

The City of Leduc was provided with assistance in their assessment of potential historic sites and buildings.

An outline plan for the Hamlet of Looma was prepared for the County of Leduc and staff have participated in a study of off-site levies for the Nisku Industrial Area.

Staff researched and prepared a study of Rural Commercial Land Use in the County of Strathcona. This led to the adoption of amendments to the County's Land Use By-law. Assistance was also given to the County in coding and analyzing the responses to a question on the municipal census concerning municipal priorities. The results of this analysis have been useful to the County in the development of a municipal corporate strategy.

2. Statutory Plans

A number of programs were undertaken for statutory plan preparation and for the review of Land Use By-laws. Major reviews of General Municipal Plans were completed for the Towns of Devon and Spruce Grove. Staff worked with the Village of New Sarepta to update their municipal planning strategy and to put it into a form which could be adopted as a General Municipal Plan. Staff also assisted the M.D. of Sturgeon with their overall review of their General Municipal Plan.

Staff have been working with the Town of Fort Saskatchewan on the preparation of a Downtown Plan. Staff also assisted the Town in the preparation of a Terms of Reference and work program for an Economic Development Committee, and have been

assisting that Committee in their process of preparing an economic development strategy. Downtown, or central area studies are underway for the Towns of Devon and Beaumont. A trade area analysis was completed for Spruce Grove. Data were provided to the Stony Plain Hospital District on the hospital usage patterns identified in the Market Areas Study.

3. Land Use By-laws

Major reviews of Land Use By-laws were completed for the Towns of Gibbons and Spruce Grove. Staff also prepared a comprehensive package of the Land Use By-law amendments needed to implement the General Municipal Plan and the Downtown Plan for the Town of Stony Plain.

4. Subdivision Approval

With respect to the Commission's role as a subdivision approval authority, the total number of subdivision applications remained at a low level. The County of Strathcona and the City of Leduc both received municipal subdivision approval authority during 1984. Consequently, the number of applications made to the Commission decreased. However, the number of referrals from municipal approval author-

ities to the Commission increased, as shown on Figure 2. Figure 3 presents information on the Commission's decisions on subdivision during 1984. Figure 4 shows the number of subdivision applications which were appealed to the Alberta Planning Board during 1984. It is worth noting that the Commission's decisions were upheld by the Alberta Planning Board in a greater proportion of appeals during 1984 than in the previous years. This may reflect that the original decisions are increasingly defined by the requirements of the Regional Plan and municipal plans and by-laws.

Tables 1 and 2 present information on subdivision applications by municipality. This information is presented, for the first time, by fiscal year rather than by calendar year. Information for the first three months of 1984 is shown in parentheses in the Tables along with the data for the fiscal year 1984-85. In subsequent years all data will relate to the fiscal year.

The Subdivision Committee undertook a major review of its present and potential roles during 1984. A number of staff reports were prepared, which examined a number of alternative roles for the Committee, including the implications of delegating the appeal authority from the Alberta Planning Board to the Commission. As a consequence of its review, the Subdivision Committee recommended to the Commission that it reassume the powers that had been delegated to the Subdivision Committee and dissolve the Subdivision Committee. This recommendation was accepted and the Committee was dissolved in January, 1985.

5. Land Use Information

A program of computerizing and transferring land use information principally from the Assessment Records for thirteen urban municipalities was largely completed in 1984-85. This data base now provides staff with information needed to give better planning advice and to carry out studies more efficiently. It will be updated as regularly as is possible, not only from the Assessment Records but from other sources.

Figure 2
SUBDIVISION APPLICATIONS AND REFERRALS, E.M.R.P.C. REGION

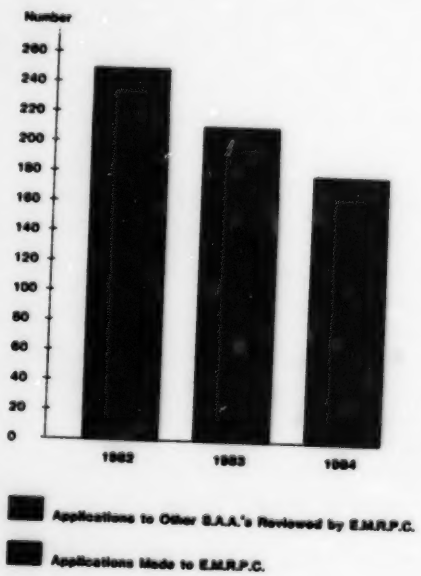


Figure 3
E.M.R.P.C. DECISIONS ON SUBDIVISION APPLICATIONS

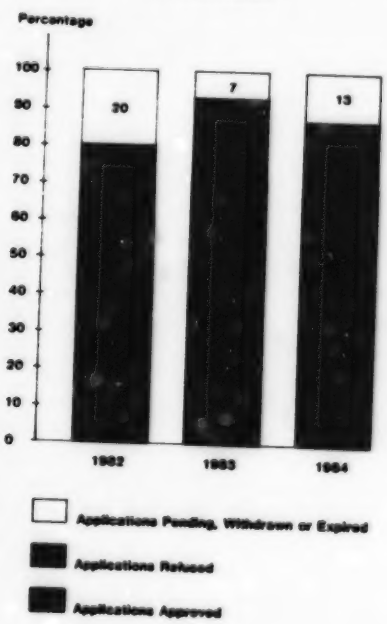


Figure 4
SUBDIVISION APPEALS

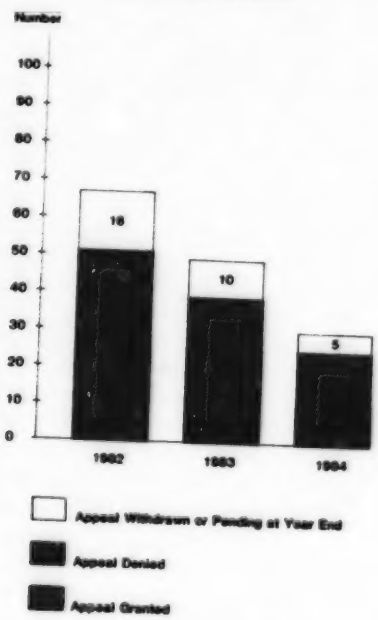


TABLE 1

SUBDIVISION APPLICATIONS AND DECISIONS
January 1, 1984 — March 31, 1984 and
April 1, 1984 — March 31, 1985

MUNICIPALITY	APPLICATIONS PENDING DECISION FROM EARLIER YEARS (a)	APPLICATIONS RECEIVED (b)		APPLICATIONS APPROVED (c)		APPLICATIONS DENIED (d)		APPLICATIONS PENDING DECISION ON MARCH 31, 1985
M.D. of Sturgeon	9	(13)	41	(8)	30	(5)	10	10
County of Strathcona(e)	8	(0)	0	(0)	0	(1)		7
County of Leduc(f)	9	(17)	38	(10)	31	(6)	9	8
City of Leduc	2	(1)	0	(2)	1	(0)	0	0
Town of:								
Beaumont	1	(1)	1	(2)	1	(0)	0	0
Bon Accord	0	(0)	1	(0)	0	(0)	1	0
Calmar	0	(0)	1	(0)	0	(0)	0	1
Devon	1	(0)	2	(1)	1	(0)	1	0
Gibbons	0	(0)	3	(0)	2	(0)	0	1
Morinville	0	(0)	0	(0)	0	(0)	0	0
Redwater	0	(0)	0	(0)	0	(0)	0	0
Spruce Grove	1	(1)	1	(0)	3	(0)	0	0
Stony Plain	2	(2)	7	(2)	8	(0)	1	0
Village of:								
Legal	0	(0)	0	(0)	0	(0)	0	0
New Sarepta	0	(0)	2	(0)	0	(0)	1	1
TOTAL	33	(35)	97	(25)	77	(12)	23	28

Notes:

(a) Applications pending December 31, 1983.
(b) Bracketed number relates to applications made January 1, 1984 to March 31, 1984.
(c) Bracketed number relates to applications approved January 1, 1984 to March 31, 1984.
(d) Bracketed number relates to applications denied, deemed refused, abandoned or withdrawn January 1, 1984 to March 31, 1984.
(e) County of Strathcona acquired Subdivision Approving Authority on January 1, 1984.
(f) City of Leduc acquired Subdivision Approving Authority on May 1, 1984.

TABLE 2

SUBDIVISION APPLICATIONS AND PARCELS APPROVED
January 1, 1984 — March 31, 1984 and April 1, 1984 — March 31, 1985 (d)

MUNICIPALITY	AGRICULTURE (a)		COUNTRY RESIDENCE (b)		INDUSTRIAL		PUBLIC/ INSTITUTIONAL (c)		COMMERCIAL		RESIDENTIAL		APPROVED MULTIPLE USE APPLICATIONS	TOTAL	
	Approved Applications	Approved Parcels	Approved Applications	Approved Parcels	Approved Applications	Approved Parcels	Approved Applications	Approved Parcels	Approved Applications	Approved Parcels	Approved Applications	Approved Parcels		Approved Applications	Approved Parcels
M.D. of Sturgeon	(4) 14	(10) 14	(2) 12	(2) 14	(0) 0	(0) 0	(1) 2	(1) 2			(1) 2	(1) 2		(8) 30	(14) 32
County of Strathcona															
County of Leduc	(5) 13	(5) 13	(4) 16	(5) 16	(0) 0	(0) 0	(1) 2	(1) 2						(10) 31	(11) 31
City of Leduc									(1)	(2)	(1) 1	(4) 26		(2) 1	(6) 26
Town of:															
Beaumont															
Bon Accord							(2)	(2)			(0) 1	(0) 12		(2) 1	(2) 12
Calmar															
Devon															
Gibbons	(0) 1	(0) 4					(0) 1	(0) 1			(1)	(24)		(1) 1	(24) 1
Morinville								1		2		1	1	(0) 2	(0) 8
Redwater															
Spruce Grove								1							
Stony Plain					2	3	1	1	2	8	(2) 2	(4) 10	1	(2) 8	(4) 22
Village of:															
Legal															
New Sarepta															
TOTAL	(9) 28	(15) 31	(6) 28	(7) 30	(0) 2	(0) 3	(4) 6	(1) 2	(2) 10	(5) 8	(33) 175	3	(25) 77	(61) 257	

Notes:

(a) Agricultural Parcels include small farm parcels having an area of 4 hectares and over.

(b) Country Residence includes parcels having an area up to 4 hectares.

(c) Public Institutional includes public buildings, roads, reserve parcels, sanitary landfills and recreation parcels.

(d) Bracketed numbers relate to applications or parcels approved January 1, 1984 to March 31, 1984.

Regional Plan: Metropolitan Part — Amendment Applications

In the April 1, 1984 to August 23, 1984 period, the Commission received three applications, all in the City of Edmonton, to amend the Edmonton Regional Plan — Metropolitan Part. Application Number 486, to amend Map "A" from Low Density Agricultural to General Urban to allow a highway commercial use, was approved by the Commission on May 2, 1984.

The processing of application Numbers 487 and 488 was suspended when the Edmonton Regional Plan — Metropolitan Part was superseded by the new Edmonton Metropolitan Regional Plan, which took effect on August 23, 1984 upon its ratification by the Minister of Municipal Affairs.

The following list provides further details on the amendment applications that were received and processed.

1. Amendment Adopted to Change Map "A" Regional Plan Metropolitan Part

From Low Density Agricultural to General Urban

Portion of N.E. 1/4
Section 20-51-14-W4th
South of Ellerslie
Road and West of
103'A' Street
(City of Edmonton)
(2.0 hectares +/5.0 acres ±)

File: Number 486
Adopted by E.M.R.P.C.: May 2, 1984
Approved by A.P.B.: June 12, 1984

2. Amendment Applications — Files Closed

From Low Density Agricultural to General Urban and Agricultural General Industrial Reserve for a

Portion of N.E. 1/4
Section 32-52-25-W4th
South of Highway 16 and
East of the R.D.A.,
Place La Rue
(City of Edmonton)
From General Industrial
to Low Density Agricultural
Portion of S.E. 1/4
Section 21-51-24-W4th

File: Number 487
Application Date: June 27, 1984
File Closed

From Low Density
Agricultural to
General Industrial
Portion of N.W. 1/4
Section 15-51-24-W4th
(City of Edmonton)

File: Number 488
Application Date: June 27, 1984
File Closed

A Tribute to R. Norman Giffen

On November 30, 1984, Mr. R. N. (Norm) Giffen concluded a distinguished career in regional planning in Alberta when he retired as Executive Director of the Edmonton Metropolitan Regional Planning Commission.

Mr. Giffen joined the small staff of the Edmonton District Planning Commission in 1953 as a rural planner and over the next several years became responsible for providing planning to all rural municipalities in the Region.

In 1966, Mr. Giffen assumed the responsibility of Executive Director in addition to his duties as Rural Planner. In the early to mid 1970's, he oversaw the rapid expansion of Commission services to municipalities and the region which were necessitated by the rapid development of the Metropolitan Area.

Some of the most notable programs delivered under his guidance included the review and administration of the *Regional Plan — Metropolitan Part*, the *Regional Rural Road Study*, the *Edmonton Region Growth Study* and, most particularly, the preparation and adoption of the *Edmonton Metropolitan Regional Plan*. Staff under his direction prepared general municipal plans and land use by-laws on behalf of most member municipalities in our region.

Mr. Giffen's experience and accumulated wisdom earned him the deep respect of not only his associates, but also the many elected officials he was called upon to serve. His years with the Commission were marked by his firm commitment to the ideals of planning, by his dedicated involvement in creating a well-planned Region, and by his conviction that inter-municipal cooperation is possible and can be made to work to the benefit of the Edmonton Region.

The Edmonton Metropolitan Regional Planning Commission and three hundred friends, well-wishers, colleagues, former colleagues, and representatives from provincial and municipal governments and the private industry attended a banquet, held on November 23rd at the Four Seasons Hotel, to honour R. Norman Giffen on his retirement from the Edmonton Metropolitan Regional Planning Commission. Also recognized and celebrated at the banquet was the recent approval and ratification of the Edmonton Metropolitan Regional Plan.

It was more than appropriate that the two events should have been celebrated concurrently. As the Hon. Julian Koziak, Minister of Municipal Affairs, pointed out in his address, the progress of the Regional Plan has paralleled the career of Mr. Giffen. From his early recognition of the need for and value of regional planning, Norm led the transition from control-oriented to policy-oriented regional planning. With the ratification of the Regional Plan, Norm Giffen achieved his last major goal as Executive Director.

R. Norman Giffen, Executive Director and Olivia Butti discuss planning issues of the day.

Norm Giffen, in his farewell speech paid tribute to the municipalities for their far sighted approach and willingness to work together.

Norm and his wife Helen at the retirement banquet.

The Hon. Julian Koziak congratulates Norm for his many years of dedicated service.

Commission Staff

Executive Director	R. N. Giffen (1) R. G. Madziya (2)

ADMINISTRATIVE AND SUPPORT SERVICES

Accountant	P. L. Heffel
Administrative Officer/ Commission Secretary	J. A. Ossadchuk
Receptionist	P. Kowalczyk
Economist	C. Skoda
Librarian	P. J. Fairbairn
Information Systems Technologist	G. Willis
Information (Word) Processing Operator	I. E. Gruber
Record Systems Co-ordinator	L. S. Barrette * (January, 1985)

Technical Services and Drafting

Chief Draftsperson	E. Huckle
Draftsperson	J. Stach
Draftsperson	D. D. Riehl
Technician — Printer	J. D. Super
Technician — Draftsperson	M. McAthey * (August, 1984)
Technician — Draftsperson	K. Haromy **

REGIONAL PLANNING AND RESEARCH DIVISION

Planning Manager	E. L. Dmytruk
Planner III	M. Exner
Planner III	W. Shennan
Planner II	B. Fricson
Planner II	B. Kwasny
Planner II	J. Rudolph
Planner I	S. Maceyovski
Planning Technician	C. L. Dombroski (3)
Secretary/Stenographer	I. Blain
Technician	M. French **

MUNICIPAL PLANNING DIVISION

Planning Manager	K. B. Clark
Section Head	R. R. Vogelesang
Planner II	D. MacDonald
Planner II	H. Christy
Planner I	G. Buchanan * (March, 1985)
Planner I	R. Mattiussi

Subdivision

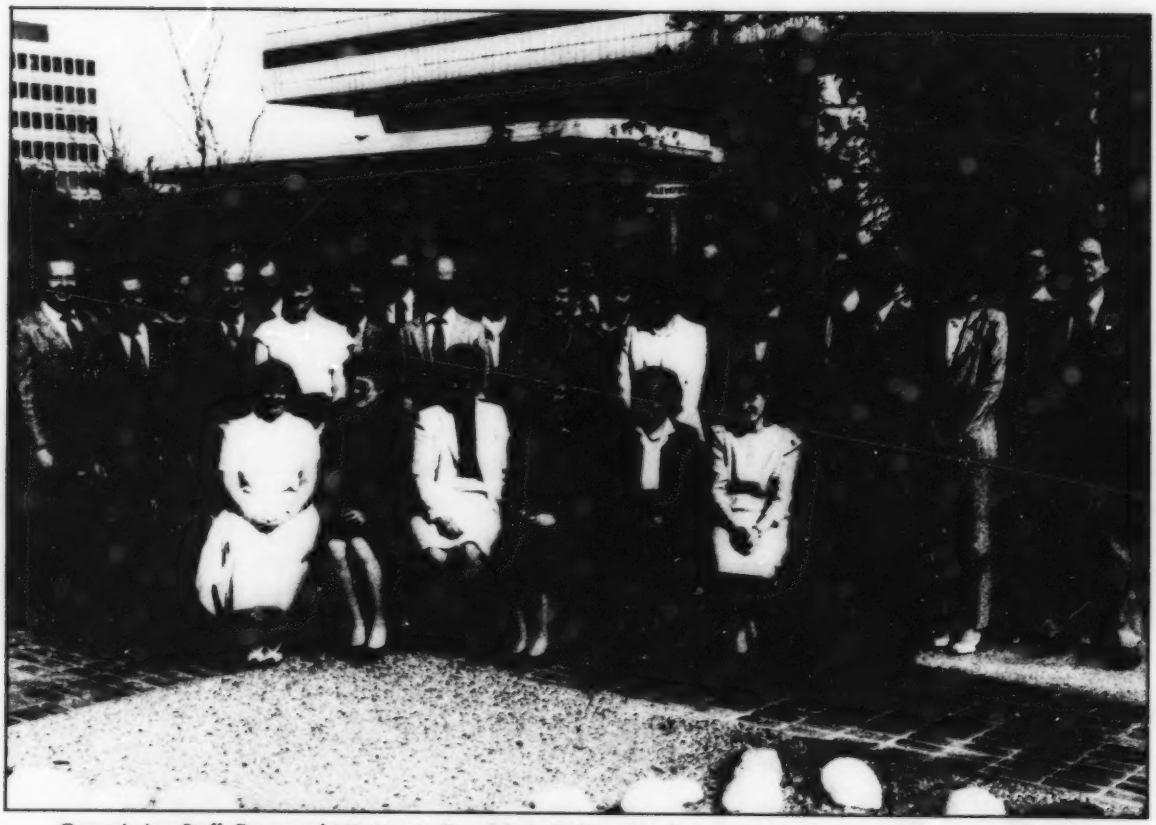
Chief Subdivision Technician	M. Flaska
Planning Technician	L. Kustra
Secretary/Stenographer	S. Gravel

General Plans

Section Head	G. R. Tweddell
Planner II	G. G. Roshick
Planner I	E. S. Fearon
Planning Technician	P. M. Wankiewicz
Planning Technician	J. G. Zeger
Secretary/Stenographer	M. Dawson

(1) Retired November 30, 1984.
(2) Appointment effective February 25, 1985.
(3) On long term disability leave.

* Employment with Commission terminated.
** Term Contract Employee.



Commission Staff. Personnel Missing: J. Ossadchuk, P. Kowalczyk, J. Super, S. Fearon, M. Exner, J. Rudolph, C. Dombroski, L. Barrette, M. McAthey, B. Kwasny, I. Blain, M. French, G. Buchanan.

Deloitte
Haskins+Sells

Chartered Accountants

18th Floor
Toronto-Dominion Tower
Edmonton Centre
Edmonton, Alberta T5J 3P9
(403) 421-3611
Telex 037-3032
Cable DEHANDS

To the Members of
Edmonton Metropolitan Regional Planning Commission:

We have examined the balance sheet of Edmonton Metropolitan Regional Planning Commission as at March 31, 1985 and the statement of revenues, expenditures and changes in fund balance for the Operating Fund for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the Commission as at March 31, 1985 and the results of its operations for the year then ended in accordance with the basis of accounting as described in Note 1 on a basis consistent with that of the preceding year.

Deloitte Haskins & Sells

Auditors

April 30, 1985

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

OPERATING FUND

YEAR ENDED MARCH 31, 1985

	1985	1984
REVENUES		
Alberta Planning Fund	$1,498,004	$1,502,043
Municipal shared — cost contributions	2,000	1,125
Other	56,410	74,204
Proceeds of sale of fixed assets	3,765	1,389
	1,560,179	1,578,761
EXPENDITURES		
Staff salaries — permanent	1,267,463	1,328,968
Staff salaries — temporary	1,606	14,641
Staff benefits	121,919	119,897
Staff courses	3,561	7,206
Staff travel	27,929	20,214
Members' meetings	61,589	75,607
Office rent	166,787	163,922
Telephone and supplies	41,376	44,855
Printing and duplication	65,295	72,703
Fixed asset additions (Note 2)	107,809	13,997
Fixed assets — rentals and maintenance	13,678	10,618
Accounting and audit	5,500	5,000
Land titles office	1,498	1,858
Legal fees	1,188	3,389
Public relations	2,725	5,608
Recruitment and relocation	12,827	—
Consultants	26,498	15,481
General	12,636	2,432
	1,941,884	1,906,396
(DEFICIENCY) OF REVENUES OVER EXPENDITURES	(381,705)	(327,635)
FUND BALANCE, BEGINNING OF YEAR	586,456	914,091
FUND BALANCE, END OF YEAR	$ 204,751	$ 586,456

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 1985

1. SIGNIFICANT ACCOUNTING POLICY

The financial statements of the Commission reflect the following significant accounting policy:

Fixed assets

Furniture, equipment and leasehold improvements are stated on the balance sheet at cost. Acquisitions are recorded as current expenditures in determining the excess of expenditures over revenues for the year. No provision is made for depreciation of fixed assets.

This accounting policy is in accordance with a financial reporting study commissioned by the Alberta Planning Board.

2. FIXED ASSETS

	Balance April 1, 1984	Additions During the Year	Disposals During the Year	Balance March 31, 1985
Furniture and equipment	$180,414	$ 62,809	$14,283	$228,940
Leasehold improvements	50,137	45,000	—	95,137
	$230,551	$107,809	$14,283	$324,077

3. CAPITAL FUND

	1985	1984
Fund balance, beginning of year	$230,551	$222,144
Contributions during the year from Operating Fund	107,809	13,997
Disposals during the year		(1,389)
Proceeds	(3,765)	
Write down of original cost	(10,518)	(4,201)
Fund balance, end of year	$324,077	$230,551

4. LEASE COMMITMENTS

The Commission has lease commitments for rental office space of $101,166 per annum for the period to April 30, 1990.

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION

BALANCE SHEET

MARCH 31, 1985

	1985	1984
ASSETS		
OPERATING FUND		
Cash	$360,394	$641,685
Accounts receivable	3,301	904
Prepaid expenses	2,440	7,864
	366,135	650,453
CAPITAL FUND		
Fixed assets (Note 2)		
Furniture and equipment	228,940	180,414
Leasehold improvements	95,137	50,137
	324,077	230,551
	$690,212	$881,004
LIABILITIES AND EQUITY		
OPERATING FUND		
Accounts payable and accrued charges	$161,384	$ 63,997
Fund Balance	204,751	586,456
	366,135	650,453
CAPITAL FUND		
Equity in fixed assets (Note 3)	324,077	230,551
	$690,212	$881,004

Approved by the Commission:

..... Chairman

..... Executive Director